

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	<b>FEC-OPBDR-001-07(R)</b>
		<b>募集締切日：</b> Closing Date	11 Jan 07
		<b>発行日：</b> Date of Issue	22 Dec 06
<b>1.職種名 Job title ( 等級 Grade <u>7</u> / 語学等級 LAD <u>4</u> )</b>  <h3 style="text-align: center;">Engineer (General), #525</h3> <h4 style="text-align: center;">[技師職(一般)]</h4> <p style="text-align: center;">受諾可能な下位等級 Acceptable Trainee Level: 1-6</p> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系    <input type="checkbox"/> 技能系    <input type="checkbox"/> 保安系    <input type="checkbox"/> 医療系 </div> <div style="display: flex; justify-content: space-around;"> Administrative    Blue Collar Trade    Security    Medical </div>		<b>募集人数</b> No. of Recruitment  <h3 style="text-align: center;">1 名</h3>	<b>4.募集範囲</b> Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant <b>Note: Those who applied for V/A#FEC-OPBDR-001-07 need not to re-apply for this vacancy announcement.</b>
<b>2.部隊</b> Activity <b>Naval Facilities Engineering Command Far East</b> <b>Operations (OPS), Base Development/Real Estate BL Team (OPBDR),</b> <b>CADD/GIS Division (OPBDR3)</b> <b>勤務場所</b> Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( __ヵ月 Months )	
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww ) <b>勤務日</b> Work Days: Monday-Friday <b>勤務時間・休憩</b> Work Hours: 08:00-16:45 / Recess Period: 12:00-12:45  <input type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6.職務内容</b> Duties  <p style="text-align: center;">See attached sheet</p>			
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements a. One year of specialized technical or administrative work experience at 1-6 level in the related field. If applicant does not have such specialized work experience, possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level. b. A college or university graduate with specialized education in architectural, mechanical, electrical, civil or structural engineering fields OR possesses an official engineering license in the related field. c. Knowledge of professional engineering specialization in interdisciplinary fields of architectural, mechanical, electrical, civil or structural. d. Knowledge of Computer Aided Designing and Drafting (CADD) and Geographical Information Systems (GIS). e. Knowledge of computer logic to design database structures, and to design and produce engineering support system application software. f. Skill in operating CADD and personal computer applications (Microsoft Suite of Applications), and GIS and associated databases such as Microsoft Access and Oracle. g. Ability to develop CADD and GIS policy, standards, procedures, and guidelines. h. Ability to discuss and coordinate CAD design features with project engineers, advise/recommend improvements and changes in features. i. Ability to conduct user training. j. Ability to speak, read and write English at exceptional proficiency level (LAD-4)  *An applicant who does not fully meet the qualifications requirements stated above may be considered at 1-6 level as below: 1-6: a. One year of specialized technical or administrative work experience at 1-5 level in the related work. If applicant does not have such specialized experience, possession of master's degree in a related field may qualify him/her at 1-6 level b. A college or university graduate with specialized education in architectural, mechanical, electrical, civil or structural engineering fields OR possesses an official engineering license in the related field. **A handicapped applicant may be accepted, depending on the degree and kind of disability.			
<b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>			
<b>学歴</b> Educational Background : 7b.参照 See 7b.		<b>免許証／修了証</b> License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

<b>8.提出するもの</b> Application and Associated Documents	<b>職務状況</b> Working Condition
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<p>*<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input checked="" type="checkbox"/> 大学卒業証明書又は卒業証書の写し(建築、機械、電気、土木、構造)又は関連分野における公的な免許状の写し</p> <p>Copy of educational background (major in Architectural/Mechanical/Electrical/Civil/Structural) OR official license in the related field.</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	
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## 9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

### 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  
米海軍横須賀基地日本人雇用課 (N132) COMNAVJFORJAPAN, Human Resources Office (HRO) Yokosuka  
内線/Extension 243-8152 JN Employment Division (N132)

### 2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  
管理第一係 Management Section  
電話番号 Phone 046-828-6959  
受付時間：月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) \*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

## 10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : M. Tanaka		軍電 (DSN) 243-7275
PD No.: FEC-OPBDR3-001	PD is accurate and current. <b>Certified by Activity: mt</b>	HRO: ah 11/16 ah 12/20

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.

## **Engineer (CADD/GIS Engineer, Appropriate Discipline)**

### **A. Engineering Duties (35%)**

- 1) Serves as a professional architect or engineer skilled in the application of engineering support systems technology including computer-aided design and drafting (CADD), and geographic information systems (GIS). Functions as a technical expert/consultant on multi-discipline design teams that require complex analysis techniques and/or application of engineering-related computer equipment and automated procedures.
- 2) Applies knowledge of professional engineering, mapping, and related mathematics fields, along with advanced understanding of state-of-the-art computer architecture and integration in providing technical consultation and assistance in performing analysis and producing technical documents and reports. Advises and assists design engineers and architects in the application of new technology in the various fields of engineering.

### **B. CADD/GIS Support (40%)**

- 1) Uses specialized professional knowledge of facilities management, particularly engineering and utilities, to execute CADD/GIS initiatives for the Command and its customers.
- 2) Based on guidance from the supervisor, executes CADD/GIS solutions to meet the needs of engineers and facility managers. Provides training and guidance to users. Participates in the development of CADD/GIS policy, standards, procedures, and guidelines as necessary to augment general NAVFAC and DOD policy and procedures.
- 3) Provides technical input for contracted CADD/GIS technical services. Reviews submitted work products for technical adequacy.

### **C. Computer Systems Support (15%)**

- 1) Designs geospatial and tabular database structures based on data relationships, data ownership, methods and frequency of access, storage media, data volatility, analysis requirements, etc. Distinguishes common and unique data requirements in order to assign data ownership, avoid data redundancy and properly assign data maintenance responsibility. Monitors the integrity of CADD/GIS databases to ensure data quality and initiate action to correct deficiencies.
- 2) Designs and produces engineering support system application software as necessary. Implements off-the-shelf, contractor supplied or organically developed software, updating system documentation, distributing the documentation and providing end-user training.

### **D. Contacts and Supervision (10%)**

- 1) Maintains professional communication with CADD/GIS staff of other Commands within the Pacific Region and with other DOD service components in Japan in order to develop mutual policy and guidance and produce greater consistency between implementations. Coordinates initiatives where practical in order to minimize duplication of effort and expense. Maintains professional contacts with CADD/GIS users throughout government and industry to broaden and improve the implementation at NAVFAC Far East.